TUCSON EDUCATIONAL POLICY COMMITTEE (TEPC)
MINUTES
January 5, 2011

Present: Paul St. John (Chair); Diana Darnell; Elizabeth Dupuy; Mindy Fain; Kristi Grall; Bill Grana; Randy Horowitz; Carol Howe; Adam Luber; Ted Price; Cindy Rankin; Sydney Rice

Apologized: Sean Elliott; Ron Heimark; Anna Landau; Wyatt Unger

Resources: Jack Dexter; Raquel Givens; Lee Jones; Nancy Koff; Gail Koshland; Kevin Moynahan; Jack Nolte; Amy Waer

Minutes: The minutes of December 1, 2010 were approved as amended.

Announcements:
Deans Hour with the Year I Class -- Dr. Waer
Dr. Waer announced that a “Deans Hour” meeting has been scheduled with the Year I class. The Deans Hour meetings are intended to provide an opportunity for students to be informed of, and to ask questions about, curricular concerns. It is hoped that good information from “official” sources will help allay uninformed concerns students may have about their program. The topic for this meeting is to discuss how curriculum content is monitored, particularly with respect to USMLE Step I subjects. Dr. Dexter will present a pilot project where USMLE subjects are mapped to the curriculum. Additionally, Dr. Koshland will provide an analysis of Step I outcomes for the college compared across years and against national averages. Two Year III students have agreed to participate in the discussion and Drs. Moynahan, Jones, Koff, St. John and Waer will be in attendance. Deans Hours are also being scheduled for the Year II class.

Podcasting Internal Meetings
Students have asked if the Deans Hour meetings could be podcast. This issue is related to the intent to podcast the TEPC Town Hall meetings with the faculty. It was thought that because these discussions involve the internal workings of the college, it may be detrimental to have them open to public viewing where unsaid background understanding is frequently required to correctly interpret discussions. Concern was voiced that edited elements of such broadcasts could also be easily presented out of context. Issues of personnel privacy need also to be worked through before posting. Work is underway with Biomedical Communications to create controlled access to the videos via ArizonaMed permissions.

Voting items
Learning Objectives for Blocks - Drs. St. John and Koff
A proposal to require all block directors to define the overarching objectives for their courses, link them to the competencies established for the curriculum, and to use those objectives when planning experiences and selecting their content. Having well-defined and written objectives is a requirement of accreditation standards and will help in program evaluation and assessment of student learning. The proposal was approved with a minor change and with the understanding that guideline examples will be appended to this TEPC directive. The amended policy and guidelines will be delivered to the Tucson Curriculum Management Subcommittee (TCMS).

Tucson Electives Subcommittee -- Dr. St. John
A proposal to amend the policy concerning the structure and charges for the Electives Subcommittee was reviewed. It was thought that the original wording was potentially restrictive with respect to faculty representation as voting members. Wording was added to allow more flexibility in the numbers of clinical and basic science faculty representatives and also with the addition of Years III and IV student representatives. Term guidelines in the proposal were simplified in discussion and the proposal was approved as amended.
Tucson Clinical Curriculum Subcommittee (TCCS) – Dr. St. John
Recent action by the Educational Policy Committee (EPC) has provided increased autonomy for the Phoenix and Tucson campuses to manage and oversee the Years III-IV curricula for their respective tracks. To accomplish this, the EPC has formally dissolved the joint-campus Clinical Curriculum Subcommittee (CCS) and charged the TEPC and PEPC oversight committees to establish that subcommittee’s responsibilities within local governance structures and processes. The proposal to establish a Tucson Clinical Curriculum Subcommittee was reviewed. It is essentially a rewording of the CCS charge to reflect application to the Tucson curriculum. With a small change to the representation by ex-officio members, the proposal was adopted. The Tucson-based members of the former CCS will become members of this reconfigured subcommittee in addition to others identified in the policy.

MSS Final Report:
Discussion and approval of the MSS final report was postponed to January 19, 2011.

Life Cycle Annual Report for 2009-10 – Dr. Grana
The committee reviewed the draft report for the Life Cycle Block to formulate the recommendations that should be returned to the block director. After considerable discussion and recommendation suggestions, it was decided that those suggestions would be worked into an updated revision of the document. The revised draft with recommendations will be sent via email to all TEPC members for final review, comments and vote of approval.

The meeting was adjourned at 6:00pm.

The next meeting of the TEPC is scheduled for January 19, 2011.

Minutes provided by
Jack Dexter, PhD
Office of Medical Student Education